



*Operating System*

Simplified Configuration with Windows® 2000  
Professional

Beta 3 Walkthrough

**White Paper**

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**Abstract**

New features in Windows 2000 Professional make adding new devices, managing software, and working with multiple languages easier.

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## INTRODUCTION

Configuring your computer is easy with Microsoft® Windows® 2000 Professional. Plug and Play capabilities make it simple to install new devices, and the Add/Remove Programs feature allows you to add, change, or remove programs smoothly. Windows 2000 Professional also has built-in support for multiple languages.

**Note:** Some features are available only if your computer is connected to a Windows 2000 network.

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## INSTALLING DEVICES

With Microsoft Windows 2000 Professional, installing new Plug and Play devices is simple: Plug them in and Windows 2000 Professional does the rest by installing any necessary drivers, updating the system, and allocating resources.

For example, you can dock a portable computer and connect to a network without changing the configuration. Later, you can undock that same computer and use a modem to connect to the network, again without making any changes to the configuration—Windows 2000 Professional does it automatically.

Plug and Play also recognizes any new hardware when you start your computer and automatically loads any drivers needed by the hardware device. New devices will work together properly and your computer will restart correctly after you install or uninstall hardware.

### Power Options

When you install or uninstall a hardware device, Plug and Play works with Windows 2000 Professional Power Options to manage the power requirements of your hardware and peripherals, shutting them down or conserving power when you are not using them.

If you are working in another program when you install or uninstall a device, Plug and Play lets you know that it is about to change your computer configuration and warns you to save your work.

If something does go wrong, Plug and Play records the information in an Event Log.

### Installing New Plug and Play Devices

Installing a new device typically involves three steps:

1. Connect the device to your computer.
2. Load the appropriate device drivers.
3. Configure device properties and settings.

To ensure that the device will function properly, you should follow the device manufacturer's installation instructions. This may require you to shut down your computer, unplug the power, and then connect the device to the appropriate port or insert it into the appropriate slot.

If the device supports Plug-and-Play, or it is a necessary startup device like the hard disk, this detection will happen automatically. However, after you connect some older devices to your computer, you may have to restart your computer. Windows 2000 Professional will then attempt to detect your new device.

### Installing Non Plug and Play Devices

If the device does not support Plug-and-Play, you may have to use the Add/Remove Hardware wizard in Control Panel to tell Windows 2000 Professional the type of device you are installing. After the device is detected or you have identified the

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device using the Add/Remove Hardware Wizard, Windows 2000 Professional may ask you to insert the Windows 2000 Professional CD-ROM or the manufacturer's floppy disk so it can load the proper device drivers.

**Important:** You must be logged on as an administrator or a member of the Administrators group in order to install a device using the Add/Remove Hardware Wizard in Control Panel. If your computer is connected to a network, network policy settings may also prevent you from installing hardware. If an administrator has already loaded the drivers for a device, you can install the device without administrator privileges.

After the device drivers are loaded onto your system, Windows 2000 Professional will configure the properties and settings for the device. You can configure device properties and settings manually; however, these settings are then fixed, and Windows 2000 Professional cannot modify them if a problem arises or there is a conflict with another device.

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## MANAGING PROGRAMS

Add/Remove Programs enables you to manage all your programs by:

- Adding, changing, or removing programs.
- Viewing details about currently installed programs.

It prompts you through the steps to add a new program, or to change or remove an existing program.

### You can use Add/Remove Programs to:

- Add any Windows 2000 Professional components that you chose not to include in the original installation, such as networking options or Indexing Service files.
- Remove other operating systems such as Windows 98 on a separate partition.
- Add or remove programs such as Microsoft Excel or Word.

To open Add/Remove Programs

- Click **Start**, point to **Settings**, click **Control Panel**, and then double-click the **Add/Remove Programs** icon.

To add a program from a CD-ROM or floppy disk

1. Open **Add/Remove Programs**.
2. Click **Add New Programs**, and then click **CD or Floppy**.
3. Follow the instructions on your screen.

### Notes

- When using Add/Remove Programs, you can install only programs that were written for Windows operating systems.
- When you open a program, or try to perform a task within a program, you may see a dialog box indicating that the program is being installed or updated by Windows Installer. This can occur if your administrator has set up the program to install this way—if program files have been deleted or corrupted, or if you are trying to use a program feature that was not installed during setup. If the program was installed from a CD-ROM, or if you are no longer connected to the network, Windows Installer may ask you for the CD-ROM. When Windows Installer finishes, the program or feature you are trying to use will start.

To add a program from a network

1. Open **Add/Remove Programs**.
2. Click **Add New Programs**.

If your computer is connected to a network, the programs you are authorized to add are displayed at the bottom of the screen. If your network administrator has



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organized programs into categories, you may need to select a different option in **Category** to see the program you want to add.

3. Select the program you want to add, and then click **Add**.
4. Follow the instructions on your screen.

To add or remove a Windows 2000 Professional component

1. Open **Add/Remove Programs**.
2. Click **Add/Remove Windows Components**.
3. Follow the instructions in the Windows Components wizard.

#### Notes

- Certain Windows Components require configuration before they can be used. If you installed one of these components, but did not configure it, when you click **Add/Remove Windows Components**, a list of components that need to be configured is displayed. To configure a component, click **Configure**, and then follow the instructions on the screen. To add a new component, click **Components** and follow the instructions in the Windows Components wizard.

To change or remove a program

1. Open **Add/Remove Programs**.
2. Click **Change or Remove Programs**, and then click the program you want to change or remove.
3. Click the appropriate button:  
To change a program, click **Change/Remove** or **Change**.  
To remove a program, click **Change/Remove** or **Remove**.

The setup program of your application will determine which actions are available.

#### Caution

- When you click **Change/Remove**, some programs may be removed without prompting you further.

#### Notes

- When using Add/Remove Programs, you can remove only programs that were written for Windows operating systems. For other programs, check the documentation to see if other files (such as .ini files) should be removed.
- When you open a program, or try to perform a task within a program, you may see a dialog box indicating that the program is being installed or updated by Windows Installer. This can occur if your administrator has set up the program to install this way, if program files have been deleted or corrupted, or if you are trying to use a program feature that was not installed during setup. If the program was installed from a CD-ROM, or if you are no longer connected to the network, Windows Installer may ask

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you for the CD-ROM. When Windows Installer finishes, the program or feature you are trying to use will start.

- You can sort programs by name, size, frequency of use, or date last used. Select different options in **Sort by**.

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## SUPPORT FOR MULTIPLE LANGUAGES

You can create and read documents in different languages—even if they have different character sets—without leaving the document you are working in.

Using Regional Options in Control Panel, you can install multiple languages on your computer, such as Hebrew, Arabic, Japanese, Korean, and Western European languages such as French, Spanish, and German. You can add input locales to specify the language and keyboard layout or input method editor (IME) you want to use to enter information.

When you add an input locale, a keyboard layout or IME for that language is also added. Keyboard layouts and IMEs vary to accommodate the special characters and symbols used in different languages. You can choose which one you want to use when you create a document. Windows 2000 Professional then makes the character set for that language available, so you can start writing.

**Important:** If you send your document to someone else, the recipient must also have the same languages installed in order to read or edit the file.

To add an input locale and keyboard layout

1. Click **Start**, point to **Settings**, click **Control Panel**, and then double-click **Regional Options**.
2. On the **Input Locales** tab, click **Add**.
3. In the **Add Input Locale** dialog box, click the input locale and keyboard layout or IME you want to add.

### Notes

- When the **Enable indicator on taskbar** check box on the **Input Locales** tab is selected and you have two or more input locales installed, an indicator representing the current input locale appears on the taskbar. To quickly switch between input locales, click the indicator, and then click the input locale you want to use.
- You can increase the available input locales by installing additional languages.

To compose a document using multiple languages

1. Create or open a document.
2. In the status area on the taskbar, click the input locale indicator located near the system time, and then click the language you want to use to compose your document.
3. Compose your document.
4. To change languages, click the input locale indicator on the taskbar, and then click another language from the list.

### Note

- If the input locale indicator is not on your taskbar, click **Start**, point to **Settings**, click **Control Panel**, and then double-click **Regional Options**. On the **Input Locales** tab, select **Enable indicator on taskbar**.

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## FOR MORE INFORMATION

For the latest information on Windows 2000 Professional, check out our World Wide Web site at <http://www.microsoft.com/windows/professional> and the Windows NT® Server Forum on the Microsoft Network (GO WORD: MSNTS).

### Before You Call for Support

Please keep in mind that Microsoft does not provide support for these walkthroughs. The purpose of the walkthroughs is to help you evaluate the Windows 2000 features. For this reason, Microsoft cannot respond to questions you might have regarding specific steps and instructions.

### Reporting Problems

Problems with Microsoft Windows 2000 Beta 3 should be reported via the appropriate bug reporting channel and alias. Please make sure to adequately describe the problem so that testers and developers can reproduce it and fix it. Refer to the Release Notes included on the Windows 2000 Beta 3 distribution media for some of the known issues.